



# MINUTES

January 19, 2017

**9:30 am – 12:00 pm**  
**New England Building**  
**Center**  
 Room 331W  
 503 Kansas Ave.  
 Topeka, KS 66603  
 Phone: (785) 296-0935

## KDADS/CDDO/Stakeholders Meeting

Agenda Item	Meeting Notes
<b>KDADS Staff Changes</b>	<ol style="list-style-type: none"> <li>1. New HCBS Director: Cindy Wichman</li> <li>2. KDADS' has posted and will interview for a new I/DD program manager.</li> <li>3. I/DD program will be staffed between two people, the I/DD program manager and Karla Werth the ICF program manager. This will benefit our customers by better response time and faster processing of crisis requests.</li> <li>4. TBI and TA program manager position will be posted for hire after I/DD program manager position is filled.</li> <li>5. PACE/FE program manager spot is vacant and will be posted for hire. Interim coverage for FE is Sandy Chatham. Interim coverage for PACE is Cindy Wichman.</li> </ol>
<b>HCBS Budget</b> <b>Brad Ridley</b>	<ol style="list-style-type: none"> <li>1. \$87 million increase is not an increase but a reconciliation within KanCare accounts. It is in relation to the allocation process to make capitation payments while consolidating fees for service accounts.</li> <li>2. In SFY18 KDADS will be consolidating KanCare budget within KDHE.</li> <li>3. What is our position on the rates? KDADS will not advocate or oppose rates. We will be an information provider and allow the legislature to make the decisions on rates.</li> <li>4. If there is a need for a conference call concerning the budget Brad is willing to facilitate.</li> </ol>
<b>Crisis Review Process</b> <b>Kim Reynolds</b>	<ol style="list-style-type: none"> <li>1. KDADS has developed a checklist of what has been outlined in policy about what kind of documentation needs to be included.</li> <li>2. If all info is not received KDADS will not look at it.</li> <li>3. Please use the Crisis Exception Policy checklist to make sure all information is included.</li> <li>4. Clock will not start on Crisis review process until all information is received.</li> <li>5. The intent of the policy has not changed.</li> <li>6. If a denial has gone out on an NOA there will be no additional discussion between KDADS and CDDOs. Decision is considered final at that point and subject to appeal if requested.</li> <li>7. CDDOs would like more ongoing dialogue on the review process. KDADS would like to arrange for additional trainings with the CDDOs. Place on Action Log to revisit in April.</li> </ol>
<b>New IDD Inbox</b> <b>Kim Reynolds</b>	<ol style="list-style-type: none"> <li>1. <a href="mailto:KDADS.IDD-KS@ks.gov">KDADS.IDD-KS@ks.gov</a> is the new email address for all IDD waiver related emails. The KDADS HCBS-KS mailbox is still operational. Using the IDD-KS email box will assure the fastest response to questions that are specific to IDD.</li> </ol>
<b>Final Rule Stakeholder calls</b> <b>Cindy Wichman</b>	<ol style="list-style-type: none"> <li>1. Calls are a component of the state transition plan and a way to communicate with stakeholders. KDADS is looking for suggestions for topics for future calls. Please email topics to <a href="mailto:Cindy.Wichman@ks.gov">Cindy.Wichman@ks.gov</a>.</li> <li>2. Stakeholder calls are the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month, noon and 5:30pm.</li> </ol>
<b>Consolidated format for quarterly reporting (BASIS,</b>	<p>KDADS is interested in developing a consolidated report format for all CDDOs to use. See sample draft attached. Submit comments to Cindy Wichman. Comments will be incorporated in order to the report format to be revisited at the April meeting.</p>

<p><b>Complaints, Crisis) – see attachment</b></p>	
<p><b>Waiting list semi-annual distribution schedule</b></p>	<p>KDADS owes the CDDOs a waiting list reconciliation. A standard reporting schedule needs to be determined after the next round of waiting list offers goes out and service utilization is verified. Plan to revisit in April. KDADS will run reports for everyone not using service for the month. It is a requirement that each person must use a service once a month or be removed from the waiver. Removal requires submission of a 3161. For IDD, KDADS will run reports, give the CDDOs the list, cross referenced that with the MCOs. Once KDADS gets a firm grasp of who is not using services, the agency will send names to the clearing house to be removed. In turn KDADS will have more room on waivers. The utilization review process is expected to take another 90 to 120 days.</p>
<p><b>State Aid and CDDO Admin Quarterly Reporting</b></p>	<p>KDADS wants to consolidate down to one report with additional tabs. CDDOs were given a chance to look at and react to new report and item will be placed on Action Log to talk about at next meeting. KDADS has found some inconsistencies in the way reports are filled out. Working with KDADS Fiscal/Audit department to revise reports Projected benefits: Easy to understand instructions, communicate with CDDOs on how reports should be completed, new template will streamline auditing.</p>
<p><b>MFEI-IDD update</b></p>	<p>KDADS continues to move forward on this project. KDADS is at the point of field testing. Selected CDDOs will receive a letter asking if they want to participate and the payment information for participating. Proposing that when CDDOs are done with their entire testing group they submit all findings to KU. When KU confirms they have received all required documentation they will get one invoice. KU will forward invoice to KDADS for program approval and payment processing. KDADS will pay the CDDOs directly.</p>
<p><b>MR-1</b></p>	<p>Question: After going through the Final Settings Rule evaluation process for a couple of providers, it appears they are looking for the information regarding “choosing community services” to be on the PCISP so it doesn’t appear that the MR-1 should be needed. Can the document be eliminated? Answer: Once KDADS goes over the audit we will address that. For now, continue as usual.</p>
<p><b>Kid in Custody/ 3<sup>rd</sup> party exception language – see attachments</b></p>	<p>Question: CDDO’s have previously engaged with the IDD Waiver Manager for an exception when a child placing agency wanted to place a 3rd unrelated child in a foster home. The language which was being followed was from the 2010 HCBS handbook: Supportive Home Care services can be provided to children from 5 to 22 years of age and reside outside the family home in a home which; (1) is licensed by KDHE as a family foster home, meets all state or SRS/CFP requirements, or is another residential setting that is approved by SRS/DBHS; (2) serves no more than two (2) children unrelated to the family foster care provider; and, (3) is located in or near the child’s home community and school so the child remains in contact with the natural family, if appropriate, and maintains established community connections such as but not limited to; the child’s school and teachers, friends and neighbors, community activities, church and health care professionals.</p> <p>The practice has been that the home CDDO for the child obtains the request and facilitates an approval with KDADS. The HCBS handbook provided the guidance when an exception is needed however this handbook is not being utilized; all information was moved to the KMAP manual. The most recent version of the KMAP manual, last being 12-22-16 does not contain this language. CDDO’s have managed this process differently in the past. What is the expectation of KDADS for CDDO’s to facilitate these types of requests moving forward? If this expectation remains, propose that the home CDDO be engaged to coordinate receipt of the request for the exception from the child placing agency. Would like to have consistency between CDDO areas. What is KDADS expectations after language is removed?</p> <p>Answer: KDADS will take these questions to the broader Foster Care group. They have a very systematic process to review these kinds of items. CDDOs should continue processes you are doing until KDADS gets on one standard Foster Care</p>

	<p>policy. KDADS is aware that immediate direction is needed and is working to expedite the policy review.</p>
<p><b>BASIS Assessment Procedures</b></p>	<p>Question: Years ago a handbook/manual was created during BASIS roundtable meetings that included information on how to actually do an assessment/answer the questions in the assessment. That document(s) is no longer available on the KDADS website. The document noted above is the only thing available to give assessors guidance on how to actually perform the assessment/answer the questions. The BASIS manual and testing gives very little guidance on this, it's more about the history of the assessment. Place that document(s) back on the KDADS website as a reference. It may also be helpful to start having BASIS roundtable meetings again, that was a good format for all CDDO's and KDADS staff to discuss specific questions/concerns and how to answer questions on the assessment.</p> <p>Answer: Commissioner Haehn will see why handbook has been removed from website. If needed, will place back on. A request will go out to CDDOs asking for documents they would like to have restored to the web site.</p> <p>Question: Can we bring a roundtable back for BASIS training?  Answer: Commissioner Haehn will look at the request. CDDOs sometimes need states guidance and roundtable is an excellent resource.</p>
<p><b>CDDO Contract Dates</b></p>	<p>Target dates for CDDO Contract Meetings were proposed. They include the first two weeks in May and the second week of June, if needed.</p>
<p><b>Date of next meeting</b></p>	<p>April 20, 2017, 9:30 AM to Noon. New England Building (basement rather than 331 W to allow more seating).</p>